



STATEWIDE PERSONNEL
— S Y S T E M —

Manage Position Freeze

November 2014



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Manage Position Freeze Business Process

Business Process Overview

The Manage Position Freeze business process is used to stop all future HR Personnel transaction to an unfilled position. The process steps for to freeze or unfreeze a position are listed in the table below

Process Steps	Role	Description
Initiate Freeze/Unfreeze a Position	HR Coordinator	Enter the details to freeze/unfreeze a position. The HR Coordinator can only initiate based on the reasons indicated in the Events and Reasons section below.
Review Documents * (attach supporting documents)	HR Coordinator	Attach documentation (e.g., Hiring Freeze Exception Request form) if requesting to unfreeze a position. NOTE: This task is only required when requesting to unfreeze a position.
Agency Approvals	HR Partner	Agency HR Director approval of the freeze/unfreeze request.
	Appointing Authority Partner	Agency Appointing Authority approval of the freeze/unfreeze request.
	Budget and Finance Partner *	Agency budget approval of request to freeze or unfreeze for budget reasons (see list of valid reasons in the Events and Reasons section below).
DBM Approvals *	Budget Administrator	DBM Office of Budget and Analysis budget approval of Agency requests to unfreeze positions.

NOTE: Approval routing is based on the reason selected when initiating the business process. Steps marked with an asterisk (*) are not always required.

Events and Reasons

The table below includes valid reasons for the Manage Position Freeze process. It also includes the initiator for the freeze or unfreeze reason.

Event	Reason	Initiator
Freeze a Position	Freeze Position, Headcount or Job Group Freeze>Agency Budget Frozen	HR Coordinator
	Freeze Position, Headcount or Job Group Freeze>Agency Frozen	HR Coordinator
	Freeze Position, Headcount or Job Group Freeze>DBM Frozen	DBM OBA
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen >Change in Functions/Reassigned	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen >Incorrect Employee Status	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen >Incumbent Unique Quals	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen >Min Quals/Wrong Class	DBM CAS
	Freeze Position, Headcount or Job Group	DBM CAS



Event	Reason	Initiator
	Freeze>DBM CAS Frozen >Overclassified	
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen>Related Position Change in Functions/Reassigned	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen>Related Position Incumbent Unique Quals	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen>Related Position Min Quals	DBM CAS
	Freeze Position, Headcount or Job Group Freeze>DBM CAS Frozen>Related Position Overclassified	DBM CAS
Unfreeze a Position	Freeze Position, Headcount or Job Group>Unfreeze>Agency Budget Unfrozen	HR Coordinator
	Freeze Position, Headcount or Job Group>Unfreeze>Agency Unfrozen	HR Coordinator
	Freeze Position, Headcount or Job Group>Unfreeze>CAS Review Complete	DBM CAS
	Freeze Position, Headcount or Job Group>Unfreeze>DBM Budget Unfrozen	HR Coordinator

Before you begin...


You will need the following information to complete the Freeze/Unfreeze a Position process:

- Supervisory Organization
- Position Title
- Freeze/Unfreeze Reason
- Freeze/Unfreeze Date
- Attach the Hiring Freeze Exception form

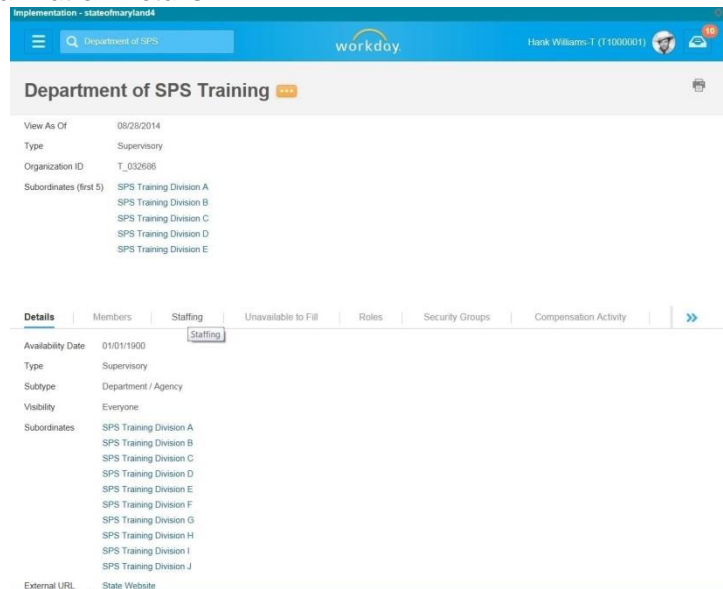
Freeze or Unfreeze a Position

The procedure to freeze or unfreeze a position follows.

Procedure:

1. Type the Supervisory Organization in the Search field.
2. Click the **search**  icon.
3. Click the Supervisory Organization hyperlink.

Supervisory Organization Details



The screenshot shows the 'Department of SPS Training' details in the Workday system. The page includes a search bar at the top with 'Department of SPS' entered. Below the search bar, the page title is 'Department of SPS Training'. The 'View As Of' date is 08/28/2014. The 'Type' is 'Supervisory' and the 'Organization ID' is 'T_032686'. A list of subordinates is shown: SPS Training Division A, B, C, D, and E. The 'Details' tab is selected, and the 'Staffing' sub-tab is active. The 'Availability Date' is 01/01/1900. The 'Type' is 'Supervisory' and the 'Subtype' is 'Department / Agency'. The 'Visibility' is 'Everyone'. A list of subordinates is shown: SPS Training Division A, B, C, D, E, F, G, H, I, and J. The 'External URL' is 'State Website'.

4. Click on the Staffing tab.



Information: To unfreeze a position or view a list of frozen positions, click on the "Unavailable to Fill" tab. You can also view the "SPMS View All Positions" report.

Organization Staffing - Supervisory

Details | Members | **Staffing** | Unavailable to Fill | Roles | Security Groups | Compensation Activity | >>

Staffing Model Position Management

Positions without Job Requisition 12 items

Position Restrictions	Job Family	Job Profile	Job Profiles for Job Family	Location	Availability Date	Earliest Hire Date	Time Type	Worker Type	Worker Sub-Type	Job Restrictions
(Unfilled)			UNPAPERWORK 1386 DRAFTER III-1361 LOANINSTR UNDERWRITER ASST-4342	Rd						
P214620 Functional Analyst (Unfilled)		ADMINISTRATIVE MGR I-5237			08/12/2014	08/14/2014				
P214623 Administrative Aide (Unfilled)		ADMIN AIDE-2572			08/13/2014	08/13/2014				
214639 Administrative Aide (Unfilled)		ADMIN AIDE-2572		Baltimore - 417 E. Fayette St	08/22/2014	08/22/2014	Full time	Employee		
214640 Administrative Aide (Unfilled)		ADMIN AIDE-2572		Baltimore - 417 E. Fayette St	08/22/2014	08/22/2014	Full time	Employee	State/Regulator	
214701 Administrative Aide (Unfilled)		ADMIN AIDE-2572			08/27/2014	08/27/2014				

In Progress Position Actions 7 items

Business Process	Awaiting Action By	Initiated On	Due Date
Create Position: Administrative Aide	Veronica Wayson	08/18/2014 03:26:14:649 PM	

- Find the unfilled position you want to freeze/unfreeze. Then, click the Related Actions icon next to the position.
- Hover over Position Restrictions and click Manage Position Freeze.

Manage Position Freeze

Implementation - stateofmaryland4

Department of SPS

workday

Hank Williams-T (11000001)

Manage Position Freeze 214639 Administrative Aide (Unfilled) ...

Organization Department of SPS Training

Freeze/Unfreeze Reason search

Freeze/Unfreeze Date * / /

Last Updated 08/22/2014

Frozen ☐

Job Posting Title Administrative Aide

Additional Information

Job Description Summary NATURE OF WORK

An Administrative Aide is work providing secretarial support to an official, administrator or administrative staff. Employees in this classification type on typewriters or on keyboards of personal computers, computer terminals or word processors using word processing software. Employees in these classifications may supervise lower-level secretarial or clerical employees.

Employees in these classifications receive supervision from an official, administrator or administrative staff.

The Administrative Aide classification is differentiated from the lower level Office Secretary I, II and III classifications, and the higher level Management Associate classification based on the total points accrued by the application of the Office Secretary Point Factor System. The job evaluation factors are Education, Starting Experience, Skills Required, Training Time, Working Conditions, Ingenuity and Complexity, Supervision Received, Consequence of Error, Supervision and Training Given and Personal Contacts. The point range requirements for the Administrative Aide classification is 1251 - 1550 points. The point range requirements for the Office Secretary I classification is 600 - 749 points. The point range requirements for the Office Secretary II classification is 750 - 999 points. The point range requirements for the Office Secretary III classification is 991 - 1250 points. The point range requirements for the Management Associate classification is 1551 plus points.

EXAMPLES OF WORK

Provides secretarial support to one or more officials, administrators or administrative staff.

Types manuscripts, correspondence, reports and other documents using a typewriter or using a keyboard of personal computers, computer terminals or word processors.

Interprets administrative decisions and policies to staff and transmits instructions with the authority of the supervisor.

- Type or use the prompt to select the Freeze/Unfreeze Reason.
- Click the Calendar icon and select the Freeze/Unfreeze Date.
- Click the Frozen checkbox ☐ to select or deselect this option.



Information: If you are freezing the position, check the "Frozen" checkbox. If you are unfreezing the position, uncheck the "Frozen" checkbox.

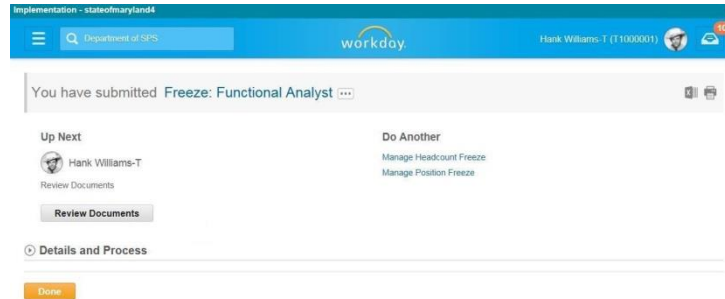
- Click the **Submit** button.



Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click Save for Later to save your changes but not submit
- Click Cancel to cancel the process and start at another time

Manage Position Freeze



System Status: The next Weekly Service Update will be on Friday, August 29, 2014 from 6:00 p.m. PDT (GMT -7) to Satur...

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11. Select one of the following options:

If	Then
You froze the position.	<ol style="list-style-type: none"> 1. Click the Done button. 2. The System task is complete.
You unfroze a position. NOTE: You have to attach required documentation.	<ol style="list-style-type: none"> 1. Click the Review Documents button to open the next task. 2. Go to the next section.

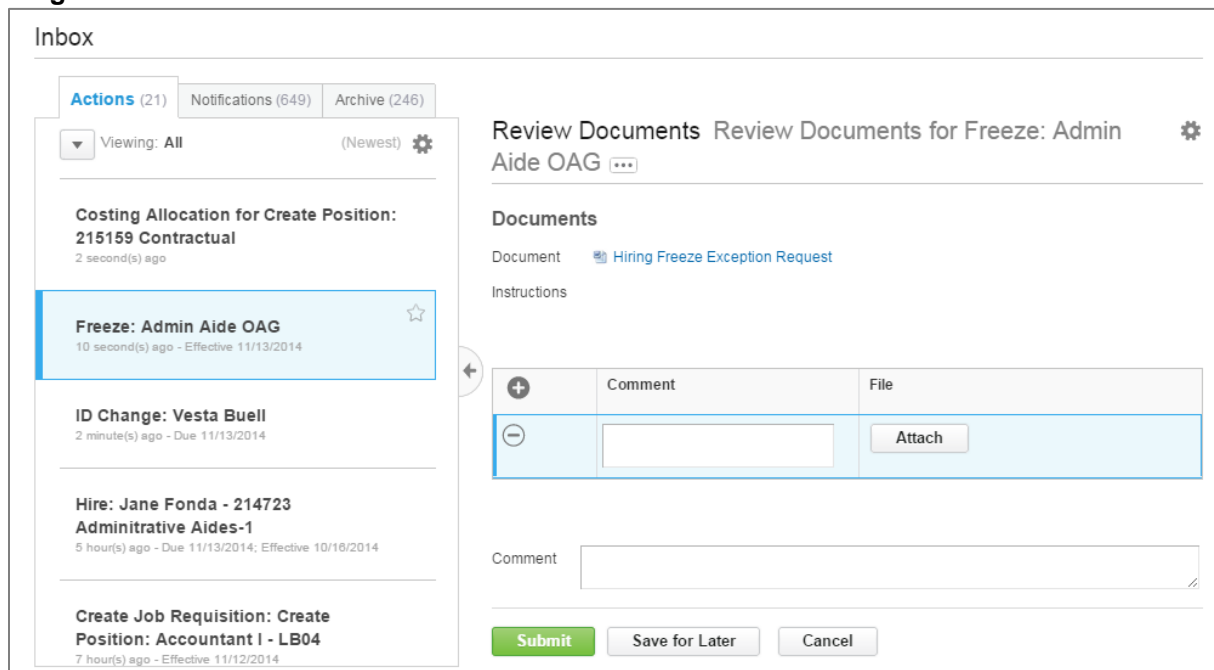
Review Documents (Attach Supporting Documentation)

Attach documentation (e.g., Hiring Freeze Exception Request form) if requesting to unfreeze a position.

NOTE: This task is only required when requesting to unfreeze a position.

This task directly follows the initiation of the unfreeze event. If you do not start the task after initiating the event, go to your inbox, find the “Freeze” task, and complete it from the inbox. Note that the position title displays in the task name. An example of the task that appears in the HR Coordinator’s inbox is shown below.

Image: Inbox Freeze – Review Documents



The screenshot shows an 'Inbox' interface with a list of tasks on the left and a detailed view of a selected task on the right.

Inbox List:

- Costing Allocation for Create Position: 215159 Contractual (2 second(s) ago)
- Freeze: Admin Aide OAG** (10 second(s) ago - Effective 11/13/2014) - *Selected*
- ID Change: Vesta Buell (2 minute(s) ago - Due 11/13/2014)
- Hire: Jane Fonda - 214723 Administrative Aides-1 (5 hour(s) ago - Due 11/13/2014; Effective 10/16/2014)
- Create Job Requisition: Create Position: Accountant I - LB04 (7 hour(s) ago - Effective 11/12/2014)

Task Detail View (Freeze: Admin Aide OAG):

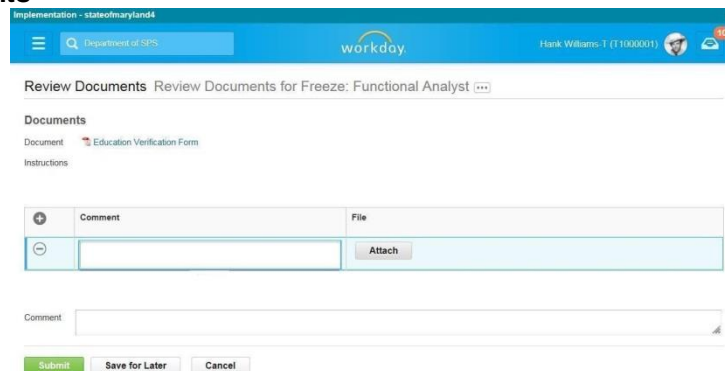
- Actions:** (21) | **Notifications:** (649) | **Archive:** (246)
- Viewing:** All (Newest)
- Review Documents:** Review Documents for Freeze: Admin Aide OAG
- Documents:**
 - Document: [Hiring Freeze Exception Request](#)
- Instructions:**
- Attachment Form:**




	Comment	File
<input type="button" value="Add"/>	<input type="text"/>	<input type="button" value="Attach"/>
- Comment:**
- Buttons:**

The procedure to attach supporting documents for an “unfreeze” request follows.

Procedure:

Review Documents



1. Click the attach button  to search for and upload supporting documents.
2. If applicable, enter an attachment comment in the field next to the attachment.
3. Click the **Submit**  button.
4. Click the **Done**  button.



Information: The request must be approved. This is the next step in the process.

Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

5. The System Task is complete.

Check the Status of a Business Process

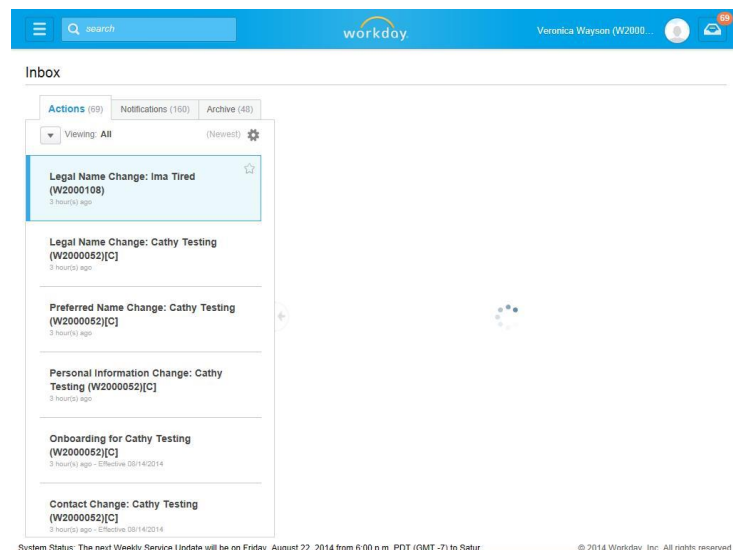
The status of a business process event can be checked at any time by going to the **Archive** tab within the Inbox of the person who initiated the event.

The procedure to check the status of a business process event follows.

Procedure:

1. Select the Inbox  button.
2. Click the **View Inbox**  hyperlink.

Inbox

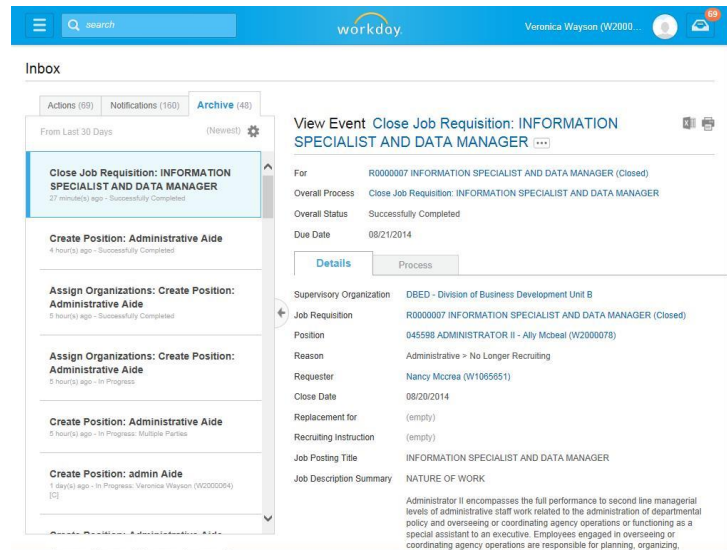


3. Click the **Archive**  tab.



Information: The **Archive** tab shows all items initiated by you. You can select an item and view the status on the right hand side of the screen.

Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The first action is 'Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER' with a status of 'Successfully Completed'. Below it are several 'Create Position: Administrative Aide' actions with various statuses like 'Successfully Completed' and 'In Progress'. On the right is the 'View Event' page for the selected action. It shows details for the 'Close Job Requisition' process, including the overall status 'Successfully Completed', due date '08/21/2014', and a list of details like Supervisory Organization, Job Requisition, Position, Reason, Requester, Close Date, Replacement for, Recruiting Instruction, Job Posting Title, and Job Description Summary.

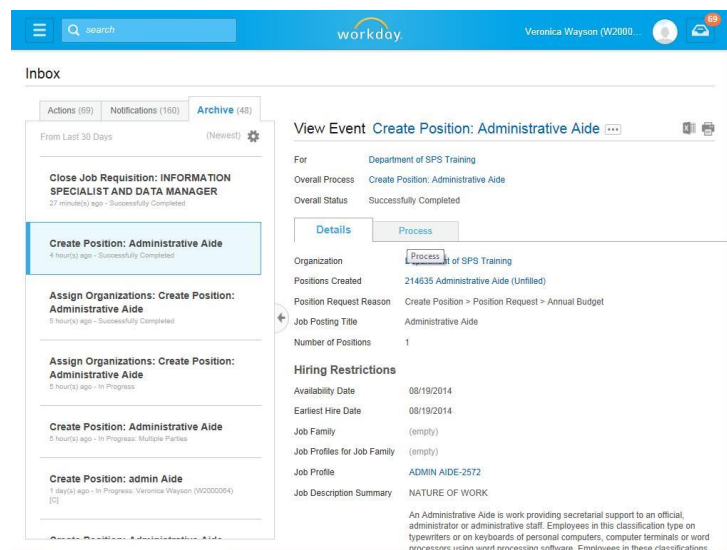
4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.
6. Review the Overall Status field at the top-left side of the transaction page.



Information: The overall status of a business process displays as....

- “Successfully Completed” when all required steps in the process have been completed.
- “In Progress” when there are some tasks awaiting action by someone in the business process routing.

Inbox



The screenshot shows the Workday interface. On the left is the 'Inbox' with a list of actions. The first action is 'Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER' with a status of 'Successfully Completed'. Below it are several 'Create Position: Administrative Aide' actions with various statuses like 'Successfully Completed' and 'In Progress'. On the right is the 'View Event' page for the selected action. It shows details for the 'Create Position: Administrative Aide' process, including the overall status 'Successfully Completed', availability date '08/19/2014', earliest hire date '08/19/2014', job family 'ADMIN AIDE-2572', and job description summary 'NATURE OF WORK'.

7. To view the status of individual tasks in a business process, click the **Process**



Inbox

Inbox

Actions (59) Notifications (160) Archive (45)

From Last 30 Days (Newest)

Close Job Requisition: INFORMATION SPECIALIST AND DATA MANAGER
50 minute(s) ago - Successfully Completed

Create Position: Administrative Aide
4 hour(s) ago - Successfully Completed

Assign Organizations: Create Position: Administrative Aide
4 hour(s) ago - Successfully Completed

Assign Organizations: Create Position: Administrative Aide
5 hour(s) ago - In Progress

Create Position: Administrative Aide
5 hour(s) ago - In Progress: Multiple Parties

Create Position: admin Aide
1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

Create Position: Administrative Aide
1 day(s) ago - In Progress: Veronica Wayson (W2000064) [C]

View Event Create Position: Administrative Aide ...

For Department of SPS Training

Overall Process Create Position: Administrative Aide

Overall Status Successfully Completed

Details Process

Process History 9 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Create Position	Create Position	Step Completed	08/19/2014 08:58:40 AM		Veronica Wayson (W2000064) [C]	
Change Organization Assignments for Worker	Change Organization Assignments for Worker	Submitted	08/20/2014 09:35:42 AM		Veronica Wayson (W2000064) [C] (Initiator)	
Create Position	Consolidated Approval by HR Partner	Approved	08/20/2014 10:09:30 AM		Tuba Buyu (T1000442) (HR Partner)	
Create Position	Consolidated Approval by Appointing Authority Partner	Approved	08/20/2014 10:11:06 AM		Bill Murray-T (T1000560) (Appointing Authority Partner)	
Create Position	Consolidated Approval by Budget and Finance Partner	Not Required				
Create	Review	Approved	08/20/2014		Bill Murray-T	

8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.